



APRIL 2021

CITY MANAGER'S REPORT

WWW.GALVESTONTX.GOV/CITYMANAGERSREPORT

A MESSAGE FROM OUR CITY MANAGER



We receive many questions about Heards Lane so I wanted to provide an update for residents about an ongoing project that will provide an additional water supply to the West End and repave Heards Lane.

The next major phase of this project is beginning in June and will involve laying the new 24" waterline that connects the 59th Street pump station and the airport pump station. The project has been underway since March 2020, with utility work performed and other extensive preparations completed to make way for the line. In June, crews will begin boring to install the waterline under Heards Lane. The waterline installation work will begin at the western end of Heards Lane and work east toward the 59th Street pump station. Crews will bore into the middle of the street to install the line, and there will be traffic markers along the roadway to direct traffic.

We anticipate this portion of the project will take approximately five months to complete, with every 1,000 feet

of work taking approximately one month. Once the line is installed, crews will repave Heards Lane. We anticipate completion by the fall of the Heards Lane repaving.

Also in June, we will open the new dog park serving the West End. This five-acre dog park is the largest of the four dog parks in Galveston and is the first west of 61st Street.

We're thankful to our partners at the Galveston Independent School District and the Galveston Island Tree Conservancy for their assistance with this project. The park is on GISD land and the tree conservancy planted the trees that will eventually provide shade to both residents and their pets. We invite you to visit the new dog park at 3115 83rd Street across from Schrieber park.

Please take a moment to read through the report and see the other new and exciting things happening at the City of Galveston.

Sincerely, Brian Maxwell

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CITY MARSHAL



LAST MONTH'S ACCOMPLISHMENTS

- One of our current Deputy on staff has assumed the vacant Housing Abatement position. We are currently still accepting applications for Deputy Marshal.
- We contact defendants by telephone or by letter about outstanding warrants.
- Collected a total of \$646.33 in cleared warrants- defendant's either paid the warrants off or set up payment plan with the court or the court dismissed the warrants.
- We assisted with staff participating at Special Event-Ironman Triathlon on April 11th and also during Slab Weekend April 24th.
- 5 -Public Nuisances were abated.
- 114 -Court cases heard in Municipal Court
- 0 Housing Abatement cases heard in Municipal Court
- 172 -Complaints received
- 30 -Complaint based cases
- 508 -Self-Initiated cases
- 1129 -Total Investigations
- 27 -Vehicles Towed
- 122 -Vehicles were Red Tagged
- 21 -Cleared Warrants



UPCOMING PROJECTS

- We will have a couple of Staff members to assist during the July 4th event

COMMUNITY OUTREACH



LAST MONTH'S ACCOMPLISHMENTS

- Informed the public about City events, outreach & campaigns via social media, press releases and website. This included responding to media requests and updating the city website
- Created daily content for city social media channels to inform the public about city-related events
- Produced and edited 6 videos and 9 press/community releases
- Prepared the City Manager's Report
- Worked with special event organizers for permitting of events
- Swagit completed upgrades to City Council chamber AV room
- Transitioned to new emergency alert system
- Created ads for Hurricane Guide and in preparation of hurricane season
- Organized City Hall plaza dedication
- Partnered with local colleges to promote open positions in the Fire Department
- Collaborated with the Galveston Recycling Center to produce educational materials



UPCOMING PROJECTS

- Help host the Galveston Preparedness Fair and implement campaign to get more residents signed up for emergency alerts
- Assisting the Coastal Resources Division in promoting their partnership with TAMUG
- Outreach for new coyote feature
- Continue normal operations

LAST MONTH'S VIDEOS

- [‘Decision’: Stop Underage Drinking](#)
- [Employee Spotlight: Kim Singleton](#)
- [City of Galveston unveiling new Hope statue](#)
- [Recycling: Did you know? Part 1](#)
- [#PassthePhone](#)
- [Employee Spotlight: Christy Shinn](#)



SPECIAL EVENTS



LAST MONTH'S ACCOMPLISHMENTS

- IRONMAN 70.3 Texas Triathlon (April 11)



UPCOMING PROJECTS

- 25th Annual Wild Game Cookoff (May 7-8)

LEGISLATIVE AFFAIRS



VIEW REPORTS

- [Legislative Report, April 18](#)
- [Legislative Report, April 2](#)



CONSTRUCTION



LAST MONTH'S ACCOMPLISHMENTS

- 27th Street Phase II: Contractor has completed 95% of Seawall scope of work; striping remaining; substantial completion walk through to be scheduled upon completion of striping
- 27th Street Phase III: Contractor completed 95% of landscaping installation; substantial completion walk through to be scheduled in the next 2 weeks.
- Sanitary Sewer Rehab: Contractor beginning sewer rehab work 27th-28th from Ave O-Ave O 1/2 (alley); returning to complete sewer rehab work 14th-16th from Church-Postoffice (alley) now that 18th Street project detour has been re-opened.
- 25th Street Improvements: Contractor completed concrete sidewalks, driveways and ramps; completed foundations for traffic signal poles; started milling & asphalt operations on East side of 25th Street (North bound lanes)
- 49th Street improvements: Contractor returned to complete remaining concrete work for retaining walls and sidewalks; substantial completion walk through scheduled for 05/07/2021
- 24" water line: Contractor completed installing additional 240 LF of 24" WL & 4" fiber optic conduit along 55th Street to alley between Ave Q 1/2 & P; removed existing base material and replaced with stabilized road base up to Grover Ave; Heard's Lane WL scope of work to begin early June
- Airport Water Plant Expansion - Contractors wrecking scaffolding from new tank; continuing installation of 30" line to the North flow control station; electrical work continuing
- Legas Drive Bulkhead - Contractor completed driving metal sheet piling; currently working on 8" cast iron pipe; beginning concrete work on slope
- 18th Street Storm Sewer System - Contractor completed Harborside box culvert installation; currently working between Harborside-Strand; completed WL wet connects going South, tested and passed; discussions to take place about adjusting schedule at TXDOT request to complete 18th & Broadway scope of work - meeting 05/06/2021 to discuss logistics
- 35th Street Improvements - Contractor completed 8" WL installation; services ready for residential connections along Ball from 35th - 36th Street; relocated to Winnie began trench



CONSTRUCTION

zone demo from 35th - 36th.

- Church Street Drainage - Contractor completed installing 3 more storm box manholes with 6X2 RCB; began trench zone demo from 35th - 33rd Street
- Teichman Road Waterline - Contractor completed final connection at Blume Street; begin abandoning old lines this week; temporary site restoration continuing due to heavy rain activities washing out some of the trench zone creating large pot holes

[Status report for all city projects with timeline, cost and update](#)

DEVELOPMENT SERVICES



LAST MONTH'S ACCOMPLISHMENTS

- Aariah Valdez passed her Residential Plumbing Inspector course
- Patricia Alker passed her Residential Mechanical Inspector course
- Ricardo Lopez attending Commercial Electrical Inspector course
- Robert Toland passed his Commercial Electrical Inspector course
- William Plummer passed his Residential Mechanical Inspector course
- Cain Parrish passed his Certified Permit technician course



UPCOMING PROJECTS

- Aariah Valdez attending Residential Plumbing Inspector course
- Patricia Alker attending Residential Mechanical Inspector course
- Ricardo Lopez attending Commercial Electrical Inspector course
- Robert Toland attending Commercial Electrical Inspector course
- William Plummer attending Residential Mechanical Inspector course
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LAST MONTH'S ACCOMPLISHMENTS

- Process Streamlining:
- A. Engineering, Utilities and Public Works Staff to the plans in hand site walkthrough for the entire project footprint during the 60%+ Design Phase-Implemented on 14th Street PS, 37th Street, Airport PS Tank #2 Design & 10 Mile Rd EST projects..
- B. Consultant pre-qualified by City Council for Subsurface Utility Engineering for all design projects to establish consistency. Planning SUE on 10 Mile Rd EST.
- C. Water, Wastewater and Drainage modeling developed in-house to evaluate capacity for upcoming developments
- D. Adding traffic bulb-outs in design to address transitions better due to bridge blocks removal
- E. Permits: Public Utility Tie-ins ROW, Telecommunications 4G/5G, Culvert now in Accela
- F. Storm, Sanitary, Water Infrastructure Specifications & Design Details being upgraded for Long-term sustainability
- G. Future Masterplans to include condition, capacity & 30% design to expedite construction
- H. Smartsheets software for collaboration and work management, to assign tasks, track project progress, automate triggers for sending scheduled deadline emails, manage calendars, share documents, and report on work in real time, automate workflows, and deploy new processes
- I. Consultant design documents for interdepartmental simultaneous review through Adobe Cloud.
- 1. Engineering Permits:
 - a) Providing guidance to developers at Pre-development meetings
 - b) Residential and Commercial Building Permits
 - c) Subdivision water, sewer, roads, drainage and ADA, Infrastructure Permits, 2-year Maintenance and Final Approval
 - d) Utility (5G/4G, Electrical, Gas, fiber optic) and Geotechnical/Environmental Boring Permits
 - e) Fill permits
 - f) Culvert survey construction staking and permits
 - g) ROW Construction RR crossings, sidewalk, driveway, ADA permits
 - h) Parking & Address Permits
 - i) Temporary License to use (TLTUs)
 - j) Water, sewer and drainage capacity analysis for developments, and fire hydrant flow testing capacity and water distribution pressure calculations for fire sprinkler design
 - k) Municipal Settings Designation (MSDs)
 - l) Customer communication and engineering support to Code Enforcement, Planning, Building Official, and Fire Marshal
 - 1. AutoCAD Inhouse Designs, Preparation of new Standard Infrastructure Design Detail Plans and Specifications, Drafting of Design Manual, Preparation of AutoCAD Drainage Plan go-bies for consistency with Drainage Criteria
 - 2. Open Records Request Physical Search of Engineering Documents, Scanning As-Built to pdf, and completion of ORRs
 - 3. Plats/Replats, ROW & Alley/Easements abandonment requests review, property and ROW topographic surveys, GPS
 - 4. Engineering Traffic Control Plans for Special Events and Communication with TXDOT for Approval

- 5. RFP/Bid package preparation with front end documents, plans, bid forms and specification books for purchasing advertisement of RFPs/Bids for design projects
- 6. Roads, Drainage, Water, Sewer, Traffic & Facilities CIP Phases (Planning, Design & Construction):
 - CIP Projects in Proposal/Planning Phase:
 - Island-wide Drainage Plan and Drainage Fee
 - 33rd, 75th & 89th Seawall Intersection Traffic Design Proposal--in Review
 - 59th Street Pump Station Tanks Rehabilitation PER Scoping in Progress
 - 36" Old Causeway-RR Bridge Waterline Rehabilitation PER Scoping in Progress
 - Port Outfalls Repair and Upgrade to 25-year Storm Atlas 14 Intensities—planning phase, cost estimate and concept prepared
 - City Waterwells Asset Condition Assessment and Evaluation and Aquifer Storage and Recovery Appraisal Project Starting in May, fee approved by City Council in April.
 - Pirates Beach Lift Stations 40, 47 and 35 Design Kickoff Meeting in May.
 - Projects in 30% Design
 - 23rd Street Downtown Corridor-in 30% design in-house-making adjustments to Bulb-outs for drainage and other conflicts
 - Projects in 60%/90% Design:
 - County Managed Project: 23rd Street Reconstruction from Broadway to Seawall - 90% design in progress
 - Projects in 95-100% Design
 - 14th Street Pump Station and Storm Sewer Upgrades HMGP DR-4332-024 - 100% design in progress
 - County Managed Project: Avenue S Reconstruction from 53rd to Seawall - 100% design in progress
 - New 7 MG (AWC to increase from 5.4 to 7 MGD) Ground Storage Tank #2 at Airport Pump Station — 100% Design in Progress
- 2.5 Million Gallon, 10 Mile Road Elevated Storage Tank – 100% Design in Progress
- Wright Cindy Recreation Center Improvements Designed in-house
- Menard Park Improvements Designed in-house
- Bernard Davis Stadium Improvements Designed in-house
- Jones and Shields Park Improvements Designed in-house
- Projects in Pre-Bid Advertisement Phase
- Citywide Priority #1 & #2 Lift Stations Upgrade Design— in 100% Design
- Pirates Beach WWTP 100% Design completed and awaiting TCEQ permit to advertise
- Main WWTP Digesters Dewatering and Process/Structural Improvements—Pre-bid Advertisement delayed due to funding
- 37th St. Improvement Project – 100% Design in progress
- Projects Advertised for Bids
- Seawolf WWTP (new concrete package plant selected and value engineered design in progress)
- Portable Flood Wall for Island Transit (3 sides)-100% Design completed-final review
- Fixed Cantilever Flood Wall for Island Transit (4th side Facing 29th Street)-100% Design completed
- Island Transit Flood Dewatering VFD Pumps, Generator and Elevated Platform-100% Design completed
- Projects that Advanced to Construction in Fall 2019 & 2020 for which engineering is being provided (some in final phases of project closure):
- 27th Street Traffic Calming, Landscape, Hardscape Improvements Phase II (Avenue O to Seawall @ 95%) and Phase III Broadway to Market @ 75% – Designed in-house and in Construction

- Dog Park Design Plans-100% Design completed in-house and in Construction—Added landscaping to enhance aesthetics, shade, Drainage Design in Construction
- AWIA Compliance Risk and Resilience Assessment-Compliance certification and reports completed-Plan kickoff meeting preparation in progress
- Terramar WWTP Design-HR Green- Project in progress having completed the Preliminary Design kickoff meeting and preliminary design is in progress
- 24 inch transmission line from 59th Street Pump Station to the Airport Pump Station
- 73rd Street from Heards Lane to Avenue N-1/2
- Downtown Livable Communities Pedestrian and Transit Improvements (TXDOT, City, FTA funded)
- 48th Street Broadway Intersection and Northern Ditch Drainage Upgrades
- 25th Street Reconstruction from Broadway to Seawall
- Broadway Bridge Block Drainage Crossings Upgrades
- 49th Street Reconstruction design from Avenue P to Avenue S-1/2
- Airport PS and new 4.6 MG Ground Storage Tank #1
- Airport PS Disinfection Upgrade
- 35th Street Roadway, Storm Sewer & Utility Improvements
- Church Street Drainage from 33rd to 37th and 37th Street and Outfall Improvements
- 18th Street Drainage Ship Channel to Seawall
- Legas Drive Structural repair design of sloped paving, bulkhead, storm sewer pipe system and sidewalk
- Annual Mill and Overlay
- Teichman Neighborhood Waterline Improvements
- Developments and Water/Sewer/Drainage/Traffic Design Guidance and Capacity Evaluations:
- East Beach Beachfront and Gulfview Internal Meetings
- 10327 FM 3005 Residential and Commercial Subdivision Developer Meetings
- Yacht Basin South and Holiday Drive Apartments Developer Meetings
- Bayside at Watermans Residential Developments Developer Meetings
- 13430 San Luis Pass Multifamily and Commercial
- Marquette Property West of 8 Mile Road Residential Subdivision Developer Meeting
- Beachwood Subdivision Revised Design Plans in Construction
- 3538 Avenue H Predevelopment Meeting Completed
- 8610 Seawall Blvd, Office Building 3 stories Developer Meeting
- Diamond Beach Phase 2 Residential
- Shriners Hospital Garage Housing Expansion Developer Meeting
- Seabird and FM3005 Residential Developer Meetings
- 30 Homes near LS#47 Pirates Beach WWTP service area Marina Drive vicinity—new development unplatted
- One Moody Plaza Building Renovation Developer Meetings
- 61st Street McCoys Developer Meetings
- 3538 Ball Exercise Room, Salon, Storage Complex Developer Meetings
- 1017-1021 10th Street Apartments Developer Meetings
- 715 N Holiday Drive Apartments Developer Meetings
- 10 Mile Road to Airport 138,000 volts new wires on new 90 to 120 ft tall poles Design
- Coastal Cottages
- Oleander development plans in review

FACILITIES



LAST MONTH'S ACCOMPLISHMENTS

- Working on the punch list the City Hall Plaza Project
- Continued COVID-19 operations
- Installed new concrete car stops on the parking lot at City Hall
- Tested the diesel fuel in all of the standby emergency generators
- Painting the exterior window frames and sills at the City Marshal's building
- Conducted the inspections on all of the standby emergency generators which includes new motor oil and fuel filters.
- Painted the Council Chambers and workshop room
- Handled and completed 517 work orders.



UPCOMING PROJECTS

- Strip and re-paint the steps at City Hall
- Continue the exterior painting at the City Marshal building
- Polish the diesel fuel as needed, in the standby emergency generator fuel tanks
- Top off the diesel fuel tanks for the standby emergency generators
- Inventory, order and stock emergency supplies and materials in preparation of Hurricane Season.



FINANCE

BUDGET



LAST MONTH'S ACCOMPLISHMENTS

- Prepare the FY2021 2nd Quarter Report
- Continued work on FY2022 Departmental Budget folders
- Continued work on the FY2022-FY2027 Capital Improvement Plan



UPCOMING PROJECTS

- Produce and distribute FY2021 2nd Quarter Report
- Prepare FY21 Budget Amendment #1
- Complete work on FY2022 Department Budget folders
- Continue work on the FY2022-FY2027 Capital Improvement Plan

PURCHASING



LAST MONTH'S ACCOMPLISHMENTS

- Opened solicitation for Emergency Shelter for City Employees, Sanitation Equipment Shelter, Summer Band Series
- Prepared contracts for the Terramar Basin Manhole Rehabilitation, Summer Band Concert Series, Sandhill Crane Soccer Complex
- Continue to facilitate evaluation meetings for Cultural Arts Masterplan project
- Advertised solicitations for Outdoor Fitness Center Slab, Parks Concession and Vending Services, Wright Cuney Pour and Play Playground, Island Transit Trolley Barn Pump and Generator, Island Transit Trolley Barn Deployable Flood Wall, and Island Transit Trolley Barn Concrete Flood Wall
- Assisted with procuring FY20 Annual Comprehensive Financial report booklet

[Monthly Report Available](#)



UPCOMING PROJECTS

- Prepare contract extensions for Audit Services, Armored Car Services, Annual Financial Report software solution, Utility Billing Outsource, and Energy Procurement Advisory Services
- Prepare solicitations for Meter Testing, Pirates Beach Wastewater Treatment Plant, 37th Street Improvements, City Hall Windows, Banking Depository Services, Bond Underwriting Services, Investment Advisory Services, and Construction Management Services
- Facilitate discussions on simplifying Purchase Card data/software interface procedures

CUSTOMER SERVICE



LAST MONTH'S ACCOMPLISHMENTS

- Changed 435 new 3 series registers from manual read status in the meter read software application to the proper meter code so the meters will stop reading in the utility billing system

Performance Measures	FY 2017	FY 2018	FY 2019	FY 2020	1st Qtr FY21	2nd Qtr FY21	Apr-21	FY 2021
Meters re-read manually	300	782	364	550	827	427	356	356
Adjustments	3,432	3,987	2,090	1,536	445	482	111	1,038
Adjustments (\$\$\$)	\$590,120	\$792,289	\$ 374,840	341,172	100,587	129,696	23,532	253,815
Water Bills Mailed Out	261,802	260,602	255,015	255,470	62,451	61,553	20,353	144,357
Outstanding "water concern" emails received	572	440	236	309	142	64	7	213
Outstanding "water concern" emails completed	545	478	300	509	122	89	14	225
Service Orders	20,203	18,949	20,806	15,078	3,409	4,209	1,503	9,121
New Customer connections	3,131	3,413	3,239	3,556	777	705	289	1,771



UPCOMING PROJECTS

- Develop email messaging notification to send customers who experience high consumption usage on their utility account

ACCOUNTING



LAST MONTH'S ACCOMPLISHMENTS

- Completed quarterly balance sheet reconciliation for every active fund in the financial system

Performance Measures	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL
Number of vendor payments completed	5,768	5,791	5,476	5,103	3,115
Number of checks as percent of total vendor payments	96.83%	95.65%	91.07%	85.07%	78.49%
Number of electronic payments as a percent of total vendor payments	3.17%	4.35%	8.93%	14.93%	21.51%
Number of funds managed	274	282	284	118	123
Investment Portfolio (Millions)	\$153	\$145	\$139	\$169	\$166
Interest Earned (Thousands)	\$867	\$2,247	\$3,247	\$1,923	\$63
Number of FEMA like PW's closed out	25	3	5	1	16
Number of FEMA like PW's finalized	28	38	56	31	9
Number of FEMA Harvey PW's closed out		9	10	2	2
Number of FEMA Harvey PW's finalized				3	0
Number of bank accounts reconciled	30	31	34	34	34



UPCOMING PROJECTS

- Begin procurement process for banking services and investment advisory services.

MUNICIPAL COURT



LAST MONTH'S ACCOMPLISHMENTS

- View the report [here](#)

FIRE DEPARTMENT



LAST MONTH'S ACCOMPLISHMENTS

- Continued classroom training for engine company Inspections.
- Newly hired firefighter training.
- Finished hydrant testing for the Year 2021.
- The department had 2,800 hours of various training for the month of January.
- We updating our Hurricane Policies along with several contacts.

ACCIDENT JAWS ROLLOVER RESCUE	3	0.4%
ACCIDENT MAJOR	63	9.3%
AIRCRAFT INCIDENT	1	0.1%
ASSIST BY FIRE	46	6.8%
CHOKING	2	0.3%
DROWNING / DIVING / SCUBA ACC	11	1.6%
DUMPSTER TRASH FIRE	6	0.9%
ELECTRICAL PROBLEMS SPARKS	16	2.3%
FIRE ALARM	84	12.3%
FIRE OUTSIDE	6	1.2%
FIRST RESPONDERS	297	43.6%
GAS LINE BREAK LEAK	4	0.6%
GRASS	8	0.7%
HAZMAT	3	0.4%
MUTUAL AID FIRE	3	0.4%
PENETRATING TRAUMA	2	0.3%
POWER LINES DOWN TRANSFORMER	27	4.0%
RESCUE	10	1.5%
SICK PERSON	2	0.3%
SMELL OF SMOKE GAS INSIDE	13	1.9%
SMELL OF SMOKE GAS OUTSIDE	3	0.4%
STRUCTURE FIRE	10	1.5%
UNCONSCIOUS	60	8.8%
VEHICLE FIRE	2	0.3%
Total	681	100.0%



UPCOMING PROJECTS

- Active shooter training with GEMS.
- Confined space rescue training at Seawolf Park.
- Electrical power line training provided by Center Point Energy.
- Emergency Driver's course set up at the Airport for all personnel to complete (including GEMS).
- GMR training at the City Pool on 41st Street and Avenue Q to prepare for summer rescues.



LAST MONTH'S ACCOMPLISHMENTS

- Mechanics worked on 298 vehicle work orders within the month and performed;
- General Repairs - 574
- Accident Repairs - 12
- Capital Repairs - 0
- Recall Repairs - 14
- PM's - 121
- Repairs from PM's - 74
- Road Calls - 57
- Provided 60,547 gallons of fuel for city and outside organizations.
- Re-decating older fleet vehicles with newly designed decals.
- Provided auto COVID-19 cleaning and detailing during preventative maintenance services.
- Provided follow up fleet support for the Port of Galveston repair shops.
- New fleet vehicles approved and ordered.



UPCOMING PROJECTS

- Continue fleet services
- Three trolleys receiving additional testing in Galveston for certification

GRANTS & HOUSING



LAST MONTH'S ACCOMPLISHMENTS

- The City will receive CDBG funding of \$1,166,618 a reduction of \$48,071 (-3.96%) from the 2020 PY and HOME funding of \$246,705 a reduction of \$28,923 (-10.49%) from the 2020 PY.
- Conducted planning efforts for 2021 CDBG & HOME projects
- Completed citizen comment period for planning funded projects (no comments received),
- Presented proposed 2021 CDBG and HOME Program Objectives and Projects to City Council Workshop on 4-22-21.
- Executed HUD contract for funding
- Conducting project environmental review.
- Staff facilitated review of project accounts for allowable and allocable expenditures and preparation of adjustments as needed.
- Staff facilitated CDBG drawdown of funds to reimburse the City for \$237,952.65.
- HUD CDBG Cash on Hand Report
- Staff submitted quarterly cash on hand report to HUD.
- HUD HOME Program American Rescue Plan Allocation
- Received notice of HUD supplemental allocation of HOME Program funding from the American Rescue Plan in the amount of \$893,274. The funding is to increase affordable housing to address homelessness.
- HUD will release, later this year, the implementing notice providing guidance on HOME-ARP, including instructions and requirements for the use of the funds and how the cities will get access to these funds.
- To date assisting a total of 33 LMI households with rental assistance for one (1) year and security deposit.
- Staff performed one (1) HQS inspection for tenants and issued three (3) TBRA Coupons for low-moderate income families to assist with rent for one (1) year.
- Staff determined four (4) low-income households eligible for rental and/or security deposit assistance. Applicants must now find their rental housing unit.
- Staff will provide three (3) months of rental and/or security deposits to LMI households whose income was affected by the COVID-19 Pandemic.
- Staff reviewed 65 applications; all applications incomplete and notified applicants for missing information.
- Staff determined one (1) low-income household eligible for rental assistance. Applicant will receive six (6) months of rental assistance because income was affected by the COVID-19 Pandemic.
- Staff reviewed 22 applications; all applications incomplete and notified applicants for missing information.
- Staff submitted the HUD Semi-Annual Labor Standards Enforcement Report. This report consist of contracting opportunities for contractors and subcontractors performing on federally funded projects that were awarded by our agency in excess of \$2,000.00 for construction, alteration, or repair of public works.

- Staff submitted the HUD Semi-Annual Contractor & Subcontractor Activity Report. This report identifies all contracts that were awarded with CDBG and HOME funds. This report captures the Minority Owned Business activities, Women Owned Businesses, Section 3 contractors as well as the total dollar amount awarded to the activities.
- Staff accepted and reviewing one (1) application for the City's HAP, homebuyer seeking assistance for downpayment and closing cost towards the purchase of their new home.
- Staff conducted a Davis Bacon Pre-construction meeting to discuss the Davis Bacon requirements for federally funded projects with the approved contractor for the Wright Cuney Floor Renovation project.
- Staff participated in several online Fair Housing Trainings. (HUD Requirements)
- Technical Assistance
- Provided assistance for 7 homeowners with housing information, 20 homebuyers for homebuyer assistance program, 7 for COVID-19 testing and over 400 phone inquiries for rental assistance



UPCOMING PROJECTS

- 2021 CDBG and HOME Program Allocations
- Staff will complete citizen comment period for 2021 objectives and projects, approval of 2021 CDBG and HOME projects by Council
- Staff will submit application to HUD. (HUD Regulatory Requirement)
- CDBG-CV 3 CARES Act Funding
- Completion of environmental review
- Staff will complete citizen comment period
- Submission to HUD for required release of funds to move forward with project implementation.
- Financial Management
- Facilitate review of project accounts for allowable and allocable expenditures and preparation of adjustments as needed for development of program drawdowns to reimburse the City.
- 2020 Program Year End
- May 31st end of the 2020 PY facilitation of all final reporting and requirements to close-out and/or carry-over projects.
- Tenant-Based Rental Assistance Program
- Staff will continue to review and process application submitted under the TBRA Program. Staff will be accepting applications for the program. This program will assist qualified low-income households with rental assistance and security deposits. (HUD Regulatory Requirement)
- Short-term Tenant-Based Rental Assistance Program Round II (ST-TBRA II)
- Staff will continue to review and process applications submitted under the ST-TBRA Program Round II.
- Texas Emergency Rental Assistance Program (TERAP)
- Staff will continue to review the applications submitted for the TERAP. This program will provide LMI households with six (6) months of rental assistance, whose income was affected by the COVID-19 Pandemic
- Homebuyer Assistance Program (HAP)
- Staff will be accepting applications for the City's HAP, which will assist with up to \$14,500.00 for downpayment and closing cost towards the purchase of a new home within the City of Galveston
- Staff will participate in a Webinar Training for the TERAP

HUMAN RESOURCES



LAST MONTH'S ACCOMPLISHMENTS

- Held two New Hire Orientations. Hired fourteen (14) New Employees- 1 Purchasing Manager , 3 PT Lifeguards, 4 PT Recreation Aides, 1 Solid Waste Collector, 2 Firefighters, 1 Accountant, 1 Deputy Court Clerk, and 1 Fleet Maintenance Supervisor
- Attended the 15th Annual FTA Drug & Alcohol Program National Conference (virtual)
- Attended a job fair hosted by Workforce Solutions (virtual)
- Continued support of City Departments in filling job vacancies
- Worked with Kronos team in buildout of workforce dimensions
- Hosted the Galveston Health Board Meeting



UPCOMING PROJECTS

- Host two job fair's for Municipal Utilities Department
- Host a job fair for Island Transit Department
- FTA Drug and Alcohol Compliance Audit
- Host Virtual Health Benefits Plan Board Meetings (at least 2)
- New Hire Orientation (at least 4)
- Continue to work with Kronos team in buildout of workforce dimensions
- Roll out implementation of Kronos dimensions in May
- Collective Bargaining with Fire Association

Information Technology



LAST MONTH'S ACCOMPLISHMENTS

- Mitigated security risks to the City's network by:
- Blacklisting one (1) addresses/domains related to phishing or spam
- Updated Chrome due to vulnerabilities
- Tier I Support completed 486 support tickets
- Continued deployment of replacement workstations for the annual equipment refresh project
- Completed phase 1 of the Office 365 migration project; moved all mailboxes to the cloud and re-pointed workstations and cell phones to the new environment
- Completed hardware and configuration changes needed to support hybrid public meetings and held the first hybrid meeting on April
- Replaced and upgraded equipment end of life equipment required to support video streaming activities for public meetings in council chambers
- Created and published 8 mini training 'how to' videos related to various banner functions
- Continued efforts on other open projects



UPCOMING PROJECTS

- Begin working on phase 2 of the O365 Migration project
- Cutover and place Workforce Dimensions into productive use across the organization
- Complete the deployment of the replacement equipment for the annual refresh program
- Continue project efforts to migrate the parking management database to the cloud
- Continued project efforts to replace and upgrade the police department's interview room recording solution
- Continue project efforts on the IT service desk replacement software solution
- Kick off the enterprise phone system upgrade project
- Continued project tasks on the upgrade of the SCADA network
- Continued efforts on a replacement patch management solution
- Upgrade end of life versions of Adobe Acrobat across the organization
- Continue project efforts to upgrade the city's enterprise telephone recording solution
- Kickoff project activities on the replacement endpoint solution once approved by council
- Train departments and place new contact management process into full productive use after months of beta testing the new process with multiple departments

Information Technology

GIS Division



LAST MONTH'S ACCOMPLISHMENTS

- Completed twelve (12) GIS requests consisting of fifty-six (56) items:
- Sixteen water service areas for Pelican Island for Public Works
- Three public owner notification maps for Development Services
- Fifteen custom print templates for web maps
- Three dataset updates for the sanitary sewer system for Public Works
- One map of streets for Public Works
- One form update, one web map update, and one web app update for coyote sightings for the Galveston Police Department
- One map of parks for Public Works
- One water system map for Public Works
- Two layers, one web map, one web app, and one static map for the Rail Trolley Routes and Stops for Island Transit
- One dataset update of the sanitary sewer overflows for Public Works
- Six map requests for bus routes for Island Transit
- One map request for census tracts for the Galveston Fire Department
- Completed three (3) Public Information Re-

quests for Public Works

- Completed nine (9) GIS Support items for Public Works Municipal Utilities, Public Works, Information Technology, and Development Services. Provide assistance for desktop GIS and web GIS, login assistance, adding web map functionality, and data access.



UPCOMING PROJECTS

- Continued development of the City Staff GIS training program

ISLAND TRANSIT



LAST MONTH'S ACCOMPLISHMENTS

- Fixed Route Ridership: 10,732
- AVG 397 trips per day
- SeaWall Routes: 1852
- AVG 143 per day
- ADA Ridership: Estimate 1200
- Return of the Seawall Routes-rubber wheel trolleys
- Operating on weekends only; FRI/SAT/SUN
- Hours of operation 9:00am-8:00pm
- Testing to begin on Galveston Island Trolley
- Third car delivered and testing to begin



UPCOMING PROJECTS

- Continue operations

PARKS & RECREATION

PARKS & MAINTENANCE



LAST MONTH'S ACCOMPLISHMENTS

- Mowed grass and maintained litter from all City-Owned or City-Managed Parks, Ballfields and Facilities as well as main thoroughfares, Right-of-ways, City owned cemeteries and the I-45 feeder roads
- Secured and Monitored Park Facilities and Equipment
- Maintenance irrigation at Crockett Park, Broadway, 27th St.
- Continued litter cleanup on weekend
- Continued at 83rd St. Dog Recreation Area
- Certification training for irrigation, pesticides, herbicides, & backflow in-progress
- Hooper field lights Project/ in-progress
- Diamond Beach esplanade start June of 2021
- Tickler Calendar/continue
- Cemetery/continue
- Moody Tree Removal Project
- Fall Tree/cutting on Broadway
- Repairs from Winter Storm/palms, all facilities
- Concession stand at Lindale/storage room & Roof repairs/in -progress
- Completed Menard storage room
- Pocket Park#4 phase1/open
- Pocket park#1/ re-opened
- Pocket Park#2 winter storm repairs
- Splash pads repairs at all (3) location/Vortex/in-progress
- Re-furbish mulch at all city own playgrounds
- Crockett park, Lindale & West-end ballparks upgrades & repairs
- Rotary field project



UPCOMING PROJECTS

- Tree watering project
- Menard Bandshell completion
- Clean-up at Jones Park
- Cut and clean San Jacinto & Burnett school, also install water fountain
- Remove Graffiti at Menard skate park, & other city own property
- Secure Park Amenities, Playgrounds, Tennis Courts, Baseball Fields and Skate Park
- Quality Control Inspections at All Parks
- Assist Citizens in Locating Family Plots at All City Owned Cemeteries
- Cut & cleaned new city hall parking lot, & new P.W. Bldg.
- Cut & clean Pelican Island, & Westend of the Island
- Clean, cut and trim trees at bird park (Corp Woods Nature Sanctuary) on-schedule
- Water fountain restoration at Kempner park
- ADA Compliance Playground Project
- Additional parking/fire lane at Menard
- Completion of 83rd Dog Recreation Area

RECREATION & ADMIN



LAST MONTH'S ACCOMPLISHMENTS

- Adult Programing
- Kardio Kickboxing Tuesdays and Thursdays
- McGuire-Dent Membership Totals: Adults:1061 Seniors:361 Youth:46, Military: 80
- Wright Cuney Membership Totals: Adults: 97, Seniors: 24, Youth: 102
- Update fitness areas at Mc-Guire Dent Recreation Center
- Deep Cleaning Recreation Center; Continue CDC Guidelines
- Pickleball, Zumba and Badminton
- Basketball Practice Wright Cuney
- Praise dance practices
- Trumpet practice Wednesday and Thursday
- Fitness Center TV Project completed
- Story Walk Menard Park w/ Rosenberg Library
- Checklist Improvements
- Inventory Checklist
- Track and Field Program
- Opening on Weekends
- Opened up both Recreation Centers
- Interviewing for Part-time Recreation Aides
- Demolition for replacement at Wright Cuney
- EOC Training
- Supply inventory
- Capra agency Mentor Training
- Civil Rights Training



UPCOMING PROJECTS

- Updating Parks & Recreation Website (In Progress)
- Upcoming Scheduled Rentals
- Silly Walk & Roll
- Initiating Fitness on Demand
- Pocket Park Update
- New Member/Renewing Member Package(s) – Masks, Sanitizer, etc.
- Update of Fee Schedule – Pool Deck Fee, Pavilions, and / or other facilities
- Viewworks-Work order program
- Cemetery Improvements Data
- Basketball goals installed at Wright Cuney and McGuire Dent
- Rosenberg Library (story walk)
- Staff Training on Civic Rec
- Repair Goal in Pavilion at Wright Cuney
- Flag Football Program with Galveston Hurricanes and Greater Dream
- Special Olympics State Basketball Tournament
- East Region Traps conference
- Juneteenth Parade
- Ball Field Reservations
- Completion of Floor replacement at Wright Cuney



AQUATICS



LAST MONTH'S ACCOMPLISHMENTS

- Attended Evacuees/ Shelter Disaster training with Galveston EOC
- Attended Parks and Recreation Advisory Board Meeting
- Attended training about CAPRA
- Hosted 4 tryouts at pool for lifeguards
- Taught 1- 30 hours American Red Cross Lifeguard Course
- Interviewed 5 applicants for Recreation Aide and Gate Attendants
- Interviewed 3 Assistant Aquatic Manager applicants
- Interviewed 1 possible Swim Lesson Coordinator
- With the help HR, onboarded 1 Office Aide and 2 lifeguards
- Participated in Easter Egg Hunt at Stewart Beach by manning a booth and talking about water safety
- Joined Better Parks for Galveston at the Galveston Island Farmer's Market to recruit lifeguards
- Started conversations with GISD's Ball High for Senior Party at the pool
- Assisting and learning about Splash Pads from Parks and Maintenance staff
- Opened the pool on April 21 as part of Phase 2 for Parks and Recreation COVID re-opening plan
- Created and completed checklists for Lasker pool and Pocket parks
- Assisted in compiling checklists from Parks and Maintenance crews
- Continued General Maintenance
- Lasker Membership Totals: Adults: 128, Child: 6, Seniors: 64, Military: 26 Youth: 79
- Memberships sold this month: Adult – 16, Child – 2, Senior – 15
- Activity Check-ins from April 21st – April 30th : 434 patrons
- Pocket Park 1
- Working on advertising and signage for Pocket Park and seasonal passes
- Completed Checklist for Pocket Park 1 and 2
- Helped to input and compile checklist for Parks and Maintenance crews
- Successfully conducted first beach wedding of season
- Hosted bird watchers attending Featherfest
- Completed CTA training and certification for 3 employees
- Daily Beach Transactions: 1898
- Season Passes Sold: 16



UPCOMING PROJECTS

- Complete Season schedule and post on website
- Get registrations for swimming lessons up on website
- Hire and train all staff (many part-time and full-time positions available)
- Finish CPR training for remaining Parks and Recreation Staff
- Prepare Splash Pads for opening
- Have Gate Attendants and Recreations Aides become Certified Tourist Ambassadors

PLANNING & DEVELOPMENT



LAST MONTH'S ACCOMPLISHMENTS

Planning & Development Division

- Hosted six Pre-Development Meetings
- Catherine Gorman and Dustin Henry participated in “Why Diversity Matters and How to Recognize and Overcome Unconscious Bias” Training
- Catherine Gorman participated in the Cultural Arts Master Plan RFP Selection Committee

Landmark Commission

- 20LC-074 (1818 Avenue L) - Request For A Certificate Of Appropriateness For New Construction.
- 21LC-001 (3503 Bernardo De Galvez/Avenue P) - Request For Designation As A Galveston Landmark (Council date: March 25, 2021).

Planning Commission

- 20P-042 (Adjacent To 2427 Market/Avenue D) - Request For A License To Use In Order To Install Public Art In The City Of Galveston Sidewalk Right-Of-Way.
- 21P-002 (3503 Bernardo De Galvez/Avenue P) - Request For Designation As A Galveston Landmark.

- 21P-001 (1801 25th Street/Rosenberg) - Request For A License To Use To Place A Canopy In The City Of Galveston Right-Of-Way.

Zoning Board of Adjustment

- 21Z-001 (6810 Seawall Blvd.) - Request For A Variance From The Galveston Land Development Regulations, Article 10, Height And Density Development Zone Regarding Required Percentage Of A Building At The Build-To-Line, In A Commercial, Height And Density Development Zone, Zone-5 (C-HDDZ-5)
- Due to the unusual winter weather over the week of February 13-17, 2021, numerous commission cases required deferral. The disruption in utilities, internet access, and travel made even virtual Landmark Commission and Planning Commission meetings impossible as scheduled that week. In addition, disruptions in outgoing mail prevented staff from sending out public notices as required by state law. For these reasons, the Landmark Commission, Planning Commission, and Zoning Board of Adjustment cases scheduled for March 1-3 were deferred until March 15-17.

PLANNING & DEVELOPMENT

In total sixteen (16) cases were deferred across all commissions and meeting dates affected.



UPCOMING PROJECTS

- Relocation of the Planning and Development Division to the Public Works Facility
- Conditional Certification of the Beach Access Plan expected from the General Land Office
- Concessions Regulations review/revisions (Planning Commission/City Council)

A close-up, grayscale image of a police badge. The word "POLICE" is visible at the top, and "OF GALVESTON" is partially visible below it. The badge features a central emblem with a star and a banner.

POLICE DEPARTMENT



LAST MONTH'S ACCOMPLISHMENTS

- 6625 calls for service
- 759 Police Reports
- 178 Crash Reports
- 1,061 citations issued
- 154 written warnings issued
- 483 arrests
- Planned and executed both security and traffic plans for Slab Weekend
- This was a collaborative effort led by Galveston PD with the assistance of Galveston FD, Galveston EMS, Galveston City Marshall's Office, Galveston County Sheriff's Office, Texas Dept. of Public Safety, Friendswood PD, Homeland Security, Bureau of Alcohol, Tobacco, and Firearms, Texas Attorney General's Office, and the U.S. Marshall's Office
- Completed and released the collaborative video project "Decisions".
- This video brings awareness to youth about the dangers of underage drinking and how the decisions they make today affects their future tomorrow. The project was a collaboration with the Galveston Police Department, City of Galveston – Community Outreach, Galveston Residents, and Ball High School.
- Began signing up interested individuals for next month's Gulf Coast Blood Center donation drive hosted by the Galveston Police Department scheduled for Thursday May 6th. Twenty Three donors are currently scheduled to make a donation next month.
- Participated in East End Preschool's "First Responder Day". This was a great event to interact with preschoolers and answer questions they had regarding being a police officer.
- Attended Restorative Justice's Monthly Zoom Meeting to discuss Transportation Options for individuals in our community in need of assistance with travel.
- Concluded our Galveston Citizens Police Academy with 14 participants successfully graduating the 6 week virtual program. This was Galveston Police Department's first Virtual Citizens Police Academy and a one of kind experience for participants taking part.



PUBLIC WORKS

RECYCLING



LAST MONTH'S ACCOMPLISHMENTS

- Hosted the Shred-Day event (May 1) as part of the City Wide Clean Up. The event brought in 224 participants, and resulted in 4.075 tons (8,150 lbs) of paper shredded. The response was larger than expected, resulting in another scheduled shred-day the following weekend.
- Processed 119.13 tons of commodities – increased from March by 19.06 tons.
- The Center received an estimated 13,310 visitors, with daily average of 444. This number is up from March by 105.
- Filmed two educational video's as part of the "Did You Know" campaign
- Provided curb-side pickups for 107 residents.
- Hosted a tour of the facility to the Recycling Committee.
- [Click here to read report](#)

MUNICIPAL UTILITIES



LAST MONTH'S ACCOMPLISHMENTS

- -Installed 17 new water taps and 13 new sewer taps.
- -Renewed 7 manholes along Harborside between 8th St and 14th St.
- -Renewed 10 water taps to resolve low water pressure and renewed 17 new sewer taps to resolve recurring blockages.
- -Repaired 28 leaks on the distribution pipe and responded to and identified 19 leaks on the customer side.
- -Installed 376 linear feet of new collection pipe and replaced three failing 60" manholes including the manhole, lid, and ring.
- -Responded to and cleared 31 main line stoppages and 91 residential stoppages. In total 24,762 linear feet of collection pipe was cleaned. 87,200 pounds of debris pulled from the collection pipe was deposited at the Galveston County Landfill.
- -Proactively surveyed 22,020 feet of collection pipe utilizing SLRAT technologies, inspected 131 manholes, and identified approximately 2,108 feet of potential blockages.



UPCOMING PROJECTS

- -Continue daily installation of new water and sewer taps.
- -Continue working on the a plan for the new EPA Lead and Copper rule revisions.
- -Continue daily general maintenance of the distribution and collection system pipe.
- -Begin restoration of ~49 failed manholes within the Terramar Sewer Shed.
- -Continue to survey collection pipe utilizing SLRAT technologies and schedule maintenance
- -Continue to proactively line clean collection pipe prior to customer reports of a stoppage.

SANITATION



LAST MONTH'S ACCOMPLISHMENTS

- Provided the Spring City Wide Clean Up. During the two-weekend event, Sanitation picked up 197.17 tons of debris (or 394,340.00 lbs) and 122 tires. The tires were taken to the Recycling Center.
- Continued working some weekends remove brush from the winter storm damage and clean up services for the beach party special event.
- Completed 534 total request for service.
- Sanitation deposited 3,553.56 tons of debris (or 7,107,120.00 lbs) at the Transfer Station. This amount is roughly one and one-half times the total tonnage normally deposited and is attributed to the winter storm and the City Wide Cleanup.
- Made 729 trips to the Transfer Station. This amount is roughly 1½ times the trips Sanitation would normally make during a month and

is attributed to the winter storm and the City Wide Cleanup.

[Click here to view the monthly report](#)



UPCOMING PROJECTS

- Continue operations

STREETS AND TRAFFIC



LAST MONTH'S ACCOMPLISHMENTS

- Continued overlaying Sportsman Road.
- Conducted grading activities on 7 alleys.
- Performed 19 Utility patches.
- Performed 209 Pothole repairs.
- Conducted 2 Curb and Sidewalk replacement projects.
- Removed debris within the roadway at various locations across the City.
- Conducted routine refreshment of pavement markings at various locations across the city.
- Conducted routine maintenance on 54 traffic signals in the system.
- Repaired the pedestrian crossing of Seawall Blvd. at the San Luis Resort.
- Replaced 71 deteriorated traffic signs (e.g. street names, beach signage, no parking, speed limit, etc.) in the system.
- Placed traffic control devices for the Ironman Event and SLAB weekend

DRAINAGE



LAST MONTH'S ACCOMPLISHMENTS

- Installed 768 Linear feet of new residential culverts.
- Completed 300 linear feet of ditch cutting.
- Continued cleanup efforts at 83rd Street Stockpile.
- Conducted routine street sweeping.
- Repaired 75 cave-ins.
- Provided cleanup assistance thru street sweeping following the SLAB Weekend.

SCHOLES AIRPORT



LAST MONTH'S ACCOMPLISHMENTS

- **Airport Advisory Committee Meeting:** The Airport Advisory Committee held a virtual meeting on April 13, 2021, at noon. The Committee will discuss Article 6 related to fixed-based operators, the Airport Minimum Standards airport projects, facility upgrades, capital improvements, and the current budget.
- **Air Traffic Control Tower (ATCT) Exterior Rehabilitation Project:** This work resumed in April as the weather improved enough to complete the exterior painting and sealing of the windows.
- **TxDOT Project 2012GALVN:** KSA Engineering completed their preliminary engineering report for Runway 18/36 pavement rehabilitation project and the South Apron and South Ramp pavement rehabilitation project.
- **TxDOT Project 2012GLVST:** TxDOT has awarded this contract to Lone Wolf Construction, LLC. The total estimated cost of this project is \$1,174,990.00.
- Our part of the project consists of crack sealing and seal coating the asphalt section of

Runway 14/32 and replacing the joint seals on the North Apron. This project is funded 99% by a CARES Act grant issued by the FAA and TxDOT Aviation. Airport funds will cover the remaining 1% of the 10% contingency fee.



VIEW REPORTS

- [Click here to view the traffic report](#)



SCHOLES AIRPORT



UPCOMING PROJECTS

- **Airport Master Plan:** The third and final Planning Advisory Committee (PAC) meeting will be held on May 25, at 2:00 pm. The purpose of the PAC meeting will be to discuss the final set of draft working papers that include the recommended development concept, capital improvement program, environmental overview, and land use compatibility.
- That evening, from 5:30 pm to 7:30 pm, a Virtual Public Workshop will be held for the public to provide their feedback on the draft Master Plan documents.
- **Airport Advisory Committee Meeting:** The Airport Advisory Committee will hold a virtual meeting on June 8, 2021, at noon. The Committee will discuss airport projects, facility upgrades, capital improvements, and the current budget.
- **TxDOT Project 1812GLVSN:** On February 4, 2021, TxDOT and Airport staff completed a one-year pavement inspection on the work completed last year by RAC Industries. This inspection identified pavement failures currently covered by RAC under their contractor's warranty. Several small areas were identified, which RAC Industries will be repairing over the next two months.
- **Air Traffic Control Tower (ATCT) Exterior Rehabilitation Project:** This project should be completed by the end of June 2021.
- **TxDOT Project 2012GALVN:** We expect KSA to receive a notice to proceed with this project's final design phase in May from TxDOT Aviation.
- **TxDOT Project 2012GLVST:** Work will begin this summer to rehabilitate the asphalt section of Runway 14/32 and replace the joint seals on the North Apron and work to be finished by the end of this year.